



Department of Corrections
ADMINISTRATIVE BULLETIN

**Subject: ADVOCACY GROUP
TRAINING CONFERENCES**

Number:

03-05

Date Issued:

June 17, 2003

Cancelled Effective:

The purpose of this Administrative Bulletin (AB) is to clarify the policy regarding the attendance of California Department of Corrections' (CDC) employees at advocacy group training conferences and supersedes all other memoranda or policies issued on this matter.

Background

Pursuant to Title 2, Section 559.635 of the California Code of Regulations, the Department of Personnel Administration (DPA) recognizes some employee advocacy groups as "bona fide associations." Many of these advocacy groups sponsor training conferences to provide attendees opportunities for general professional development. The CDC is periodically invited to participate in the conferences or conventions of these groups. Invitations may also be sent to individual CDC employees, institutions, and offices. This AB addresses only participation at training conferences.

Implementation

Participation at State Expense

The Deputy Director, Administrative Services Division, will notify all CDC offices with a memorandum when the Director authorizes staff participation at State expense at an Advocacy Group training conference sponsored by an advocacy group.

The authorized attendees at an advocacy group training conference are limited to:

- One employee per institution.
- One employee per parole region.
- Three employees from Field Operations.
- Three employees from Support Services.

While the above attendance may be authorized, each Warden, Regional Parole Administrator, and Chief Deputy Director will determine if the availability of funds and operational needs will allow for their employees' participation. The Wardens (in consultation with Health Care Managers), Regional Parole Administrators, and Chief Deputy Directors, will select the employees to attend. The training conference information should be broadly publicized so interested employees can ask to be considered. The processes for selecting the attendees shall be



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objective and should ensure a broad spectrum of employees are able to attend over time. Employees selected will attend on official business and be reimbursed for the registration fees, per diem, and travel expenses. The employees should also be expected and given the opportunity to share the information they obtain at the conference with other CDC employees.

Participation at Employee Expense

The participation of other employees who are interested in attending a training conference sponsored by an advocacy group should be facilitated, if possible. However, the participation of employees other than those selected pursuant to the above, must not result in any expense to CDC. That means that such employees must attend on their own time, must personally pay any registration fees and travel expenses, and will not receive any per diem. Employees may use vacation, other accrued leave credits (except sick leave), or shift swaps (per bargaining unit agreements) to attend the conference. However, their absences for this purpose must not result in overtime or backup costs to CDC and are subject to operational needs.

DPA sends a list of the approved bona fide associations to the Director every year. The Office of Departmental Training (ODT) will provide that list to the institutions and other offices. Questions regarding an advocacy group's training conference or standing, as a bona fide association, should be addressed to the ODT.

Please inform all concerned persons of this AB, which shall remain in effect until incorporated into Department Operations Manual, Chapter 1, Article 7, Conferences and Conventions. Any inquiries regarding this bulletin should be directed to Carlos M. Sanchez, Chief (A), ODT, at (916) 445-4124.

Original Signed By

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Support Services